



Portal System

User Guide for Administrator

Ver 1.0

Contents

4	1. Overview
6	2. Log In
7	3. Main Page
8	4. ABOUT JUMP
9	5. NEWS & ANNOUNCEMENT
10	6. E-LEARNING
11	7. Community
11	7.1 Community
12	7.2 Creating Community
13	7.3 Unit Community Home
14	7.4 Community Default Setting
15	7.5 Community Member Setting
16	7.6 Community Menu Setting
18	7.7 Joining the Community
20	8. My PAGE
20	8.1 My Page
21	8.2 Personalize This Page
22	9. Administrator
22	9.1 Editing Contents List
25	9.2 Editing Main Page

28	9.3 Site Default Setting
29	9.4 Site Member Setting
30	9.5 Site Menu Setting
31	9.6 GNB Setting
32	9.7 Login History
33	9.8 WebPart Connected History

The JUMP Portal offers integration of e-Learning program and other various educational information to provide customized learning environment.

The JUMP Portal offers it's own bulletins and communities, and other various system functions needed in the LMS, LCMS, and SIS. The Portal users can select and combine services provided by the Portal in 'My Space'

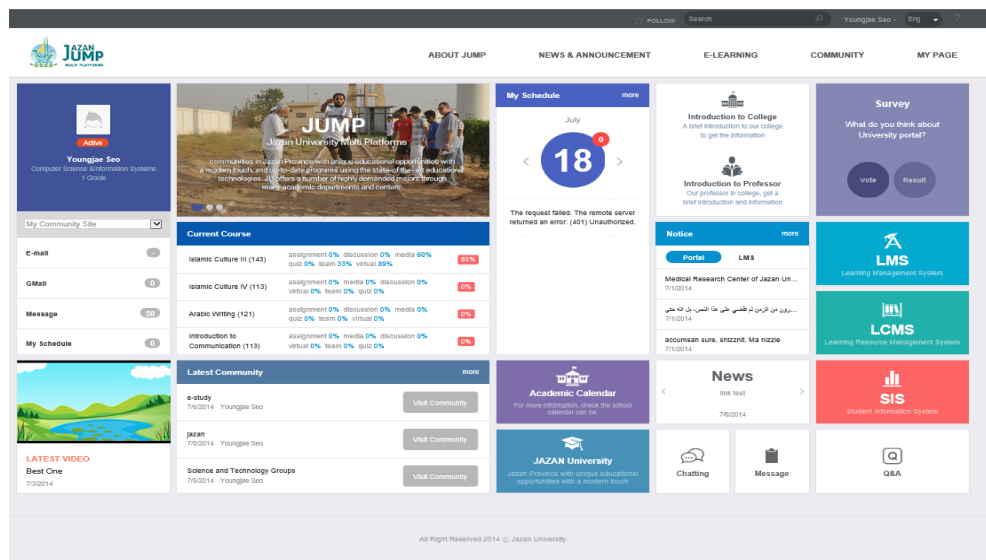


Figure 1-1. JUMP(Jazan University Multi Platforms) Portal Main

JUMP Portal is composed of 6 main menus.

ABOUT JUMP	NEWS & ANNOUNCEMENT	E-LEARNING	COMMUNITY	MY PAGE
------------	---------------------	------------	-----------	---------

ABOUT JUMP

The 'About JUMP' menu consists of information needed to navigate the Portal. Users can access Utilities, Manual, FAQ, and Q&A in this menu.

NEWS & ANNOUNCEMENT

Users can access the school's news and events and view notices and schedules. Users can also access the portal archives.

E-LEARNING

e-Learning menu provides links to e-learning systems of the university. The users will go through the single sign on system.

COMMUNITY

The community menu offers users a place to communicate with each other. Users can create general, team project, and club communities by using the provided templates. .

MY PAGE

Users can customize the 'My Page' menu with SharePoint's My Site functions to create their own personalized pages. User profile is also included in this menu.

Log in to the JUMP Portal

2.1 Log In

The users' initial status in the portal will be a guest, when they access the website. To log in to the portal, click the 'Login Control' button located in the top right of the screen. The page will proceed to single sign on page.

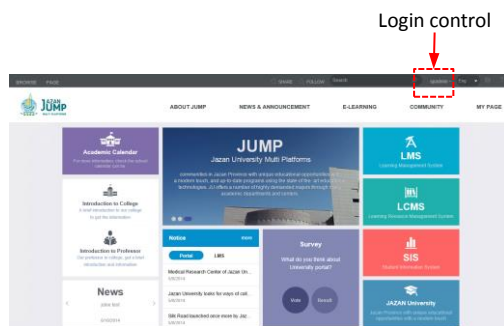


Figure 2-1. Portal Main Page

Enter the ID and password and click the login button. Once logged in through the SSO, the user will be able to access other e-learning systems without any additional log ins.

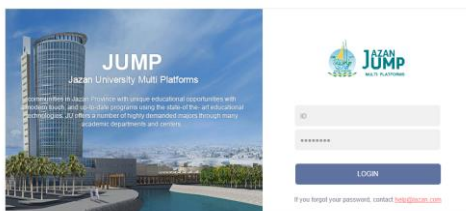


Figure 2-2. Log In Page

3.1 Main Page

The Portal's main page can be divided into SharePoint quick menu, Portal menu, and contents area.

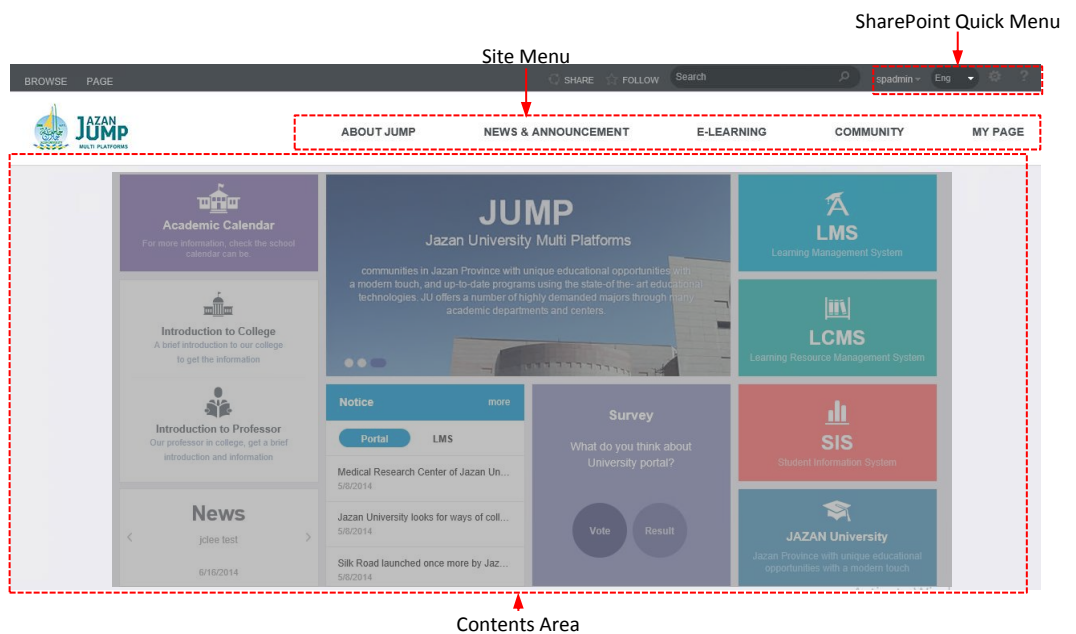


Figure 3-1. Portal Main Page

Share Point Quick Menu

Contains basic menus included in the SharePoint. Users can search within the Portal, and configure basic Portal settings in this menu.

Site Menu

Displays all the Portal's main menus for users to access. The Portal's main menus are: About JUMP, News & Announcement, e-Learning.

Contents Area

The contents area displays all the services contents provided by the Portal.

4.1 ABOUT JUMP

The About JUMP menu not only offers information introducing the Portal page, but also provide information needed to navigate the page. Users can download utilities to optimize the services provided by the Portal. The user manual, FAQ, and Q&A boards are also available to support the Portal users.

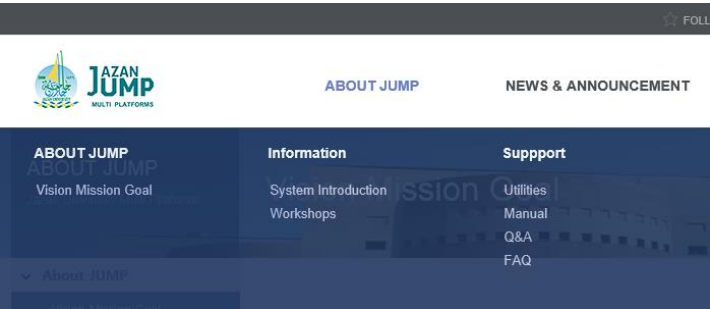


Figure 4-1-1. About JUMP Menus

TABLE 4-1-1. ABOUT JUMP Menus

Menu Name	Description
ABOUT JUMP	<ul style="list-style-type: none">▪ Vision Mission Goal<ul style="list-style-type: none">➢ Introduces JUMP’s visions and missions.
Information	<ul style="list-style-type: none">▪ System Introduction<ul style="list-style-type: none">➢ Explains JUMP’s Portal page system information.▪ Work Shops<ul style="list-style-type: none">➢ Displays Jazan University's past workshop information.
Support	<ul style="list-style-type: none">▪ Utilities<ul style="list-style-type: none">➢ Offers utilities to be used in the Portal.▪ Manual<ul style="list-style-type: none">➢ Offers Portal’s User Manual.▪ Q&A<ul style="list-style-type: none">➢ Questions and answers regarding the Portal page will be posted in the Q&A board. .▪ FAQ<ul style="list-style-type: none">➢ Frequently asked questions and the questions' answers will be posted in the FAQ board.

5.1 NEWS & ANNOUNCEMENT

The News & Announcement menu offers latest news and announcements, academic schedules, and multimedia files.



Figure 5-1. News & Announcement Menus

TABLE 5-1. News& Announcements Menus

Menu Name	Descriptions
NEWS	<ul style="list-style-type: none">NEWS<ul style="list-style-type: none">➤ Displays latest news regarding the university, posted by the administrator.EVENT<ul style="list-style-type: none">➤ Displays university’s events , posted by the administrator.
ANNOUNCEMENT	<ul style="list-style-type: none">Notice<ul style="list-style-type: none">➤ Displays Portal page’s notices, posted by the administrator .Schedule<ul style="list-style-type: none">➤ Displays academic schedules, posted by the administrator.
ARCHIVES	<ul style="list-style-type: none">Photo Gallery<ul style="list-style-type: none">➤ Offers images uploaded by the administrator.Video Gallery<ul style="list-style-type: none">➤ Offers videos uploaded by the administrator.File Gallery<ul style="list-style-type: none">➤ Offers documents uploaded by the administrator.

6.1 E-LEARNING

The e-Learning menu provides links to other e-Learning systems like LMS, LCMS, SIS. The users will go through SSO, single sign on service, to log into multiple systems at once.



6-1-1. E-LEARNING Menus

Menu Name	Description
LMS	<ul style="list-style-type: none">▪ LMS Link<ul style="list-style-type: none">➤ Provides link to the LMS
LCMS	<ul style="list-style-type: none">▪ LCMS Link<ul style="list-style-type: none">➤ Provides link to the LCMS
SIS	<ul style="list-style-type: none">▪ SIS Link<ul style="list-style-type: none">➤ Provides link to the SIS

TABLE 6-1-1. E-LEARNING SUB MENU

The Community menu offers users a place to communicate and work together. Templates and themes are provided by the Portal for users to conveniently create different type of communities.

7.1 Community

The community page displays the user's profile and the user's communities.

Recently created communities are also displayed along with the community list, separated by the community types.

The screenshot shows the Jazan JUMP Community Page. The page layout includes a top navigation bar with links for FOLLOW, Search, and user information (Youngjae Seo, Eng). Below this is a main navigation bar with links for ABOUT JUMP, NEWS & ANNOUNCEMENT, E-LEARNING, COMMUNITY, and MY PAGE. The main content area is divided into several sections:

- Community Header:** A banner with the text "Community" and a description: "I think a lot of people with a variety of stories, and share a little piece about each other and knowable space."
- Profile:** A section for the user "Youngjae Seo" with a "Create Community" button. An annotation "Profile" with a red arrow points to this section.
- My Communities:** A list of communities the user is involved in, including "Facilitator at Community", "Member at Community", and "Notice". An annotation "My Community" with a red arrow points to this section.
- Online Communities:** A section titled "Online Communities" with a description: "University Jazan the learning process in the online community, such as room and club room with purpose and operations department, you can be free, depending on the nature of each theme can be configured and operated." Below this is a carousel of four community thumbnails labeled "collab", "Community", "e-study", and "jazan". An annotation "Recent Communities" with a red arrow points to this carousel.
- Communities by Category:** A section titled "Communities by Category" with a search bar and tabs for "All", "Team Work", "General", and "Social Club". Below this is a list of communities, including "e-study" with a "Visit Community" button. An annotation "Community List" with a red arrow points to this section.

Figure 7-1. Community Page

7.2 Creating Community

To create community, the user must enter required information regarding the community, and check if identical community already exists.

The community theme must be selected along with the community access authorization.

ConfirmCancel

* Indicates a required field

Title *

Redundancy Check

Description *
(Introduction of Community)

URL *


http://jump.jazanu.edu.sa/collab/files/1/

Redundancy Check


Public Y/N *


☒ Y ☐ N


Representative Image


Select Image


Theme


☐ Building


☒ Center

☐ HandsGray

☐ Olive

☐ Platinum

☐ Platinum2

☐ Sea

JAZAN TEMPLATE *

☒ Social Club Community for students to get to know one another and to share common interests.
☐ Team Work Community for students to share knowledge to enhance the learning efficiency and effectiveness. They can share documents, manage tasks, and track activities.
☐ General Casual community for general purposes on any projects-, and assignment-related topics by creating threaded discussions with project members.

Figure 7-2. Creating Community

The (*) indicates that the information must be entered in order to create the community. Enter all the required information and check for duplicate to create the community.

Item	Description
Title	Enter the community's title.
Description	Enter the community description and information.
URL	Enter the community's URL
Public Y/N	Select to create public or private community. <ul style="list-style-type: none">Public : All Portal users can join the community.Private : Users invited by the community administrator can join.
Representative Image	Select the community's main image.
Theme	Select the community's theme.
JAZAN TEMPLATE	Select the template according to the community type.

7.3 Unit Community Home

Community's menus are configured depending on the templates.

Below images displays 3 community types the Portal offers. Since the menus offered by the community types differ from one another, it is important for users to select the right template for the community to minimize editing.



Figure 7-3. General Community Home

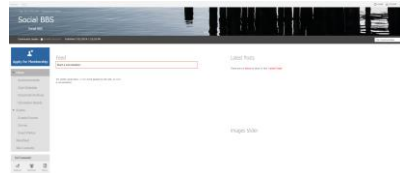


Figure 7-4 Social Club Community Home

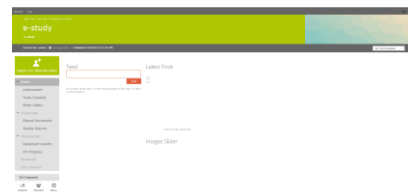


Figure 7-5. Team Work Community Home

7.4 Community Default Setting

The community's administrator can edit community information and settings.

The administrator can edit the community title, description, access authorization, community leader, community closure status, representative image, and theme.

The community leader only be selected from the existing community users.

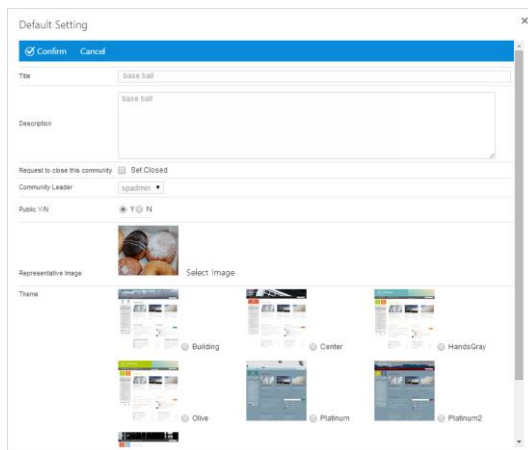


Figure 7-5. Unit Community Default Menu

7.5 Community Members Setting

The community administrator can add users to the community, and assign authorizations from the 'Member' menu.

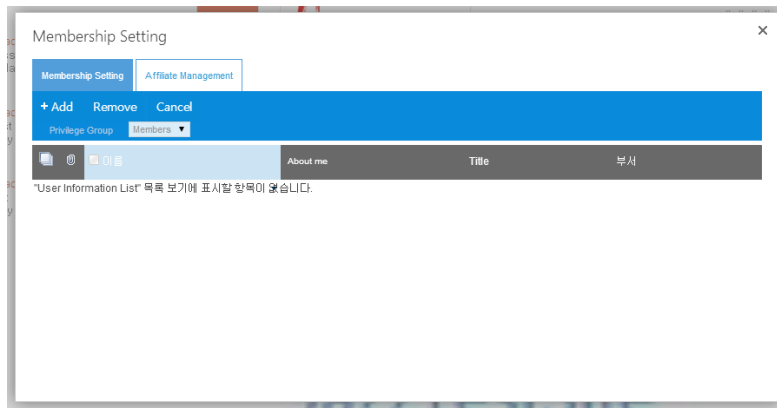


Figure 7-6. Community Member Menu

The 'Member Setting' is used to assign the user as the administrator, for community managing purpose.

This function is identical to the SharePoint's 'Person & Group' settings.

7.6 Community Menu Setting

The community administrator can configure community menus' settings from the 'Menu Settings'.

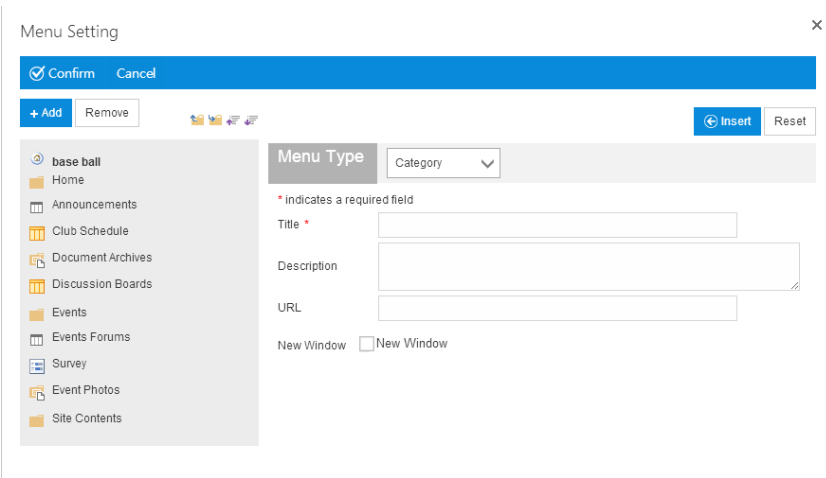


Figure 7-7. Community Menu Setting

All the menus included in the community will be displayed on the left of the screen, and the administrator can click the menu to edit or delete.

The menu type can also be changed. Available menu types are: Category, Link, and Library & List.

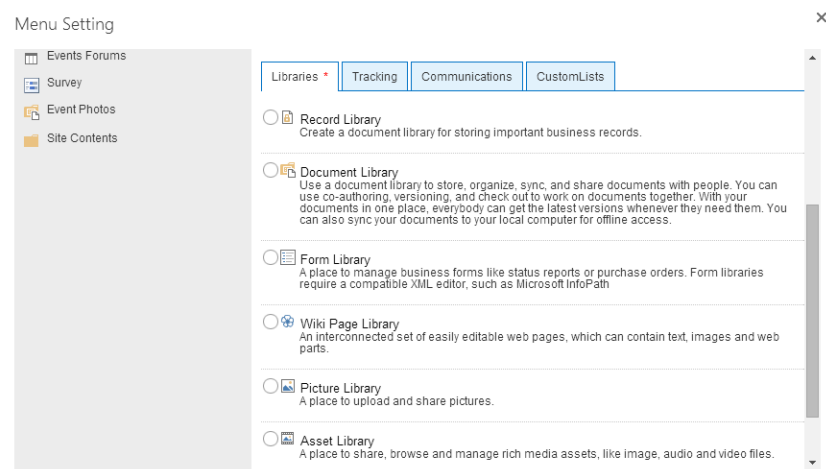


Figure 7-8. Library & List Menu

When adding a link-type menu, the menu title and the URL must be entered.

Menu Setting ×

☒ Confirm ☐ Cancel

📁 📄 📅 📷

- base ball
- Home
- Announcements
- Club Schedule
- Document Archives
- Discussion Boards
- Events
- Events Forums
- Survey
- Event Photos
- Site Contents

Menu Type

* indicates a required field

Title *

Description

URL *

New Window ☐ New Window

Figure 7-9. Community Link Setting

7.7 Joining the Community

The Portal users can view the community information, and join the community they are interested in.

The community status must be public for the users to join the community.

To join the community, select the community to join from the community list, click the 'Visit Community' button, to visit and view the community information.

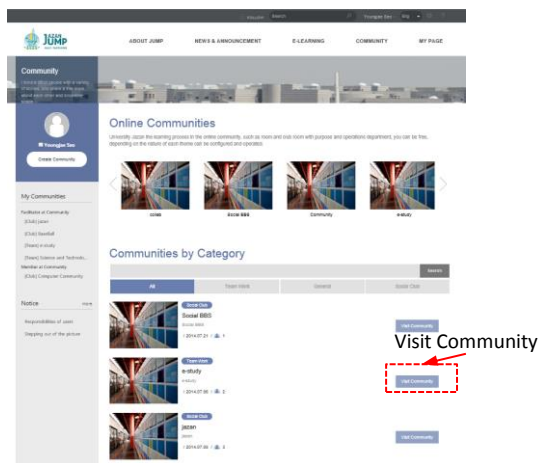


Figure 7-10. Community List

After reviewing the community information, click the 'Apply for membership' button to join the community.

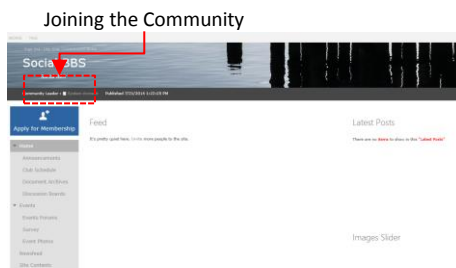
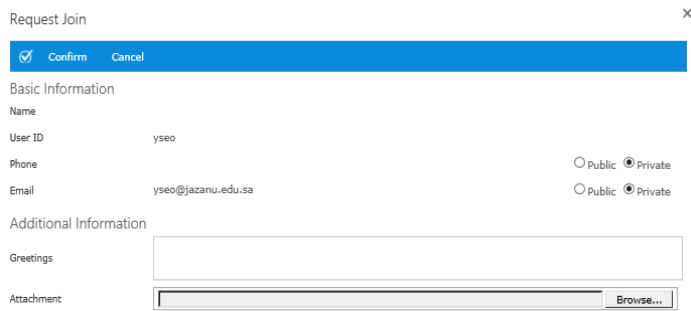


Figure 7-11. Community's Main Page

The application form will appear once the user clicked the 'Apply for membership' button, and user can enter the required information to join the community.

The user can choose to show or hide the contact information from other members, and can also upload attachments if needed.



The screenshot shows a web form titled "Request Join" with a close button (X) in the top right corner. Below the title is a blue bar with a checkmark icon and the text "Confirm" and "Cancel". The form is divided into two sections: "Basic Information" and "Additional Information".

Basic Information

- Name:** A text input field.
- User ID:** A text input field containing the value "yseo".
- Phone:** A text input field.
- Email:** A text input field containing the value "yseo@jazanu.edu.sa".
- Privacy Settings:** Two sets of radio buttons. The first set has "Public" and "Private" options, with "Private" selected. The second set also has "Public" and "Private" options, with "Private" selected.

Additional Information

- Greetings:** A text input field.
- Attachment:** A text input field with a "Browse..." button to its right.

Figure 7-12. Community Membership Application Form

Once the application form is submitted, the user will become a community member, and can access the community.

8.1 My Page

The 'My Page' is a Portal users' personal space, where the users can manage their profiles and tasks, and can also communicate with other users in blogs and SNS.

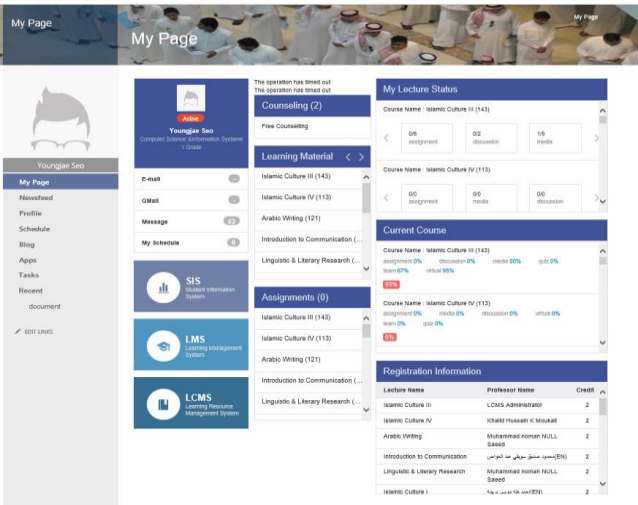


Figure 8-1. Personalized My Page

TABLE 8-1. My Page Menus

Menu Name	Description
My Page	Composed of portlets, which the users can customize according to their needs.
Newsfeed	Can share thoughts and have conversations with other users in the Newsfeed.
Profile	Can manage user information in Profile page.
Schedule	Manage users can manage, add, and edit schedules.
Blog	User's blog page.
Apps	Displays all the apps available. Create desirable new list and site.
TASKS	Can add and manage the user' tasks.

8.2 Personalize This Page

To edit My Page, click the 'Personalize this Page' located on the top of the screen.

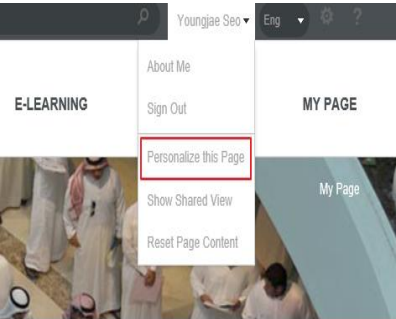


Figure 8-2. Personalize Menu

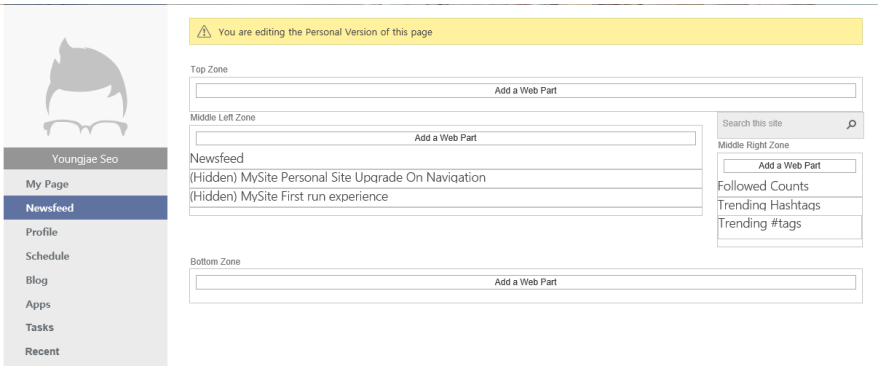



Figure 8-3. Editing My Page

The administrators can edit contents page, main page, and banner image in the Administrator menu.

The Portal can be edited by using the contents page, saved from the SharePoint. Only administrators can edit the Portal.

9.1 Editing Contents List

To edit Portal contents, click the  icon located on top of the screen to proceed to the pop-up page.

The contents page can be displayed in English and Arabic, and the administrators can click the contents to edit.

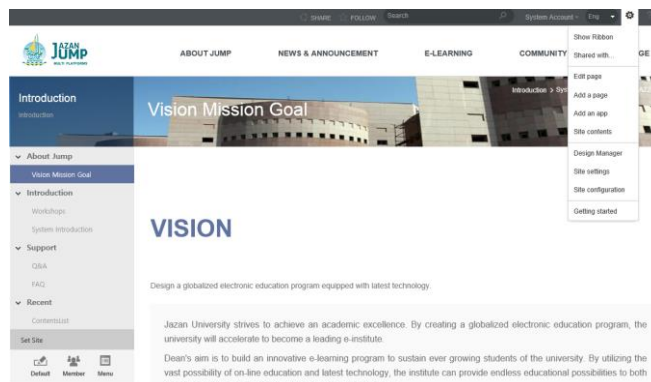


Figure 9-1. Contents Page

The administrator can click the 'Content List', where the contents page is saved, to view and edit the list.

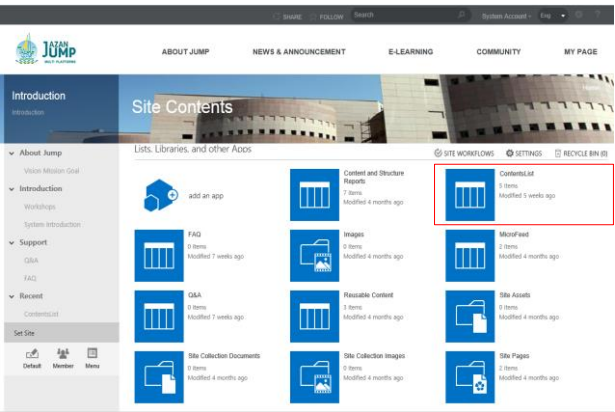


Figure 9-2. Content List

All the contents of the Portal are displayed in the Content List page, and administrator can edit the contents by clicking the [...] button located next to each content.

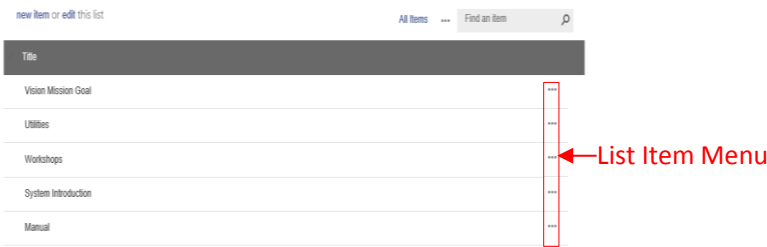


Figure 9-3. Content List Page

The administrator can edit the contents and the changes will be applied instantly.

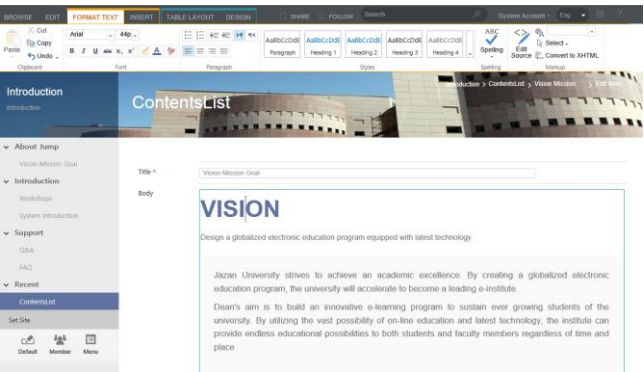


Figure 9-4. Editing the Contents

The Figure 9-5 displays the contents editing page in Arabic, and the contents can be edited in Arabic and English.



Figure 9-5. Contents Page in Arabic

Use the 'Edit' menu located on the top of the screen to edit and view the changes.

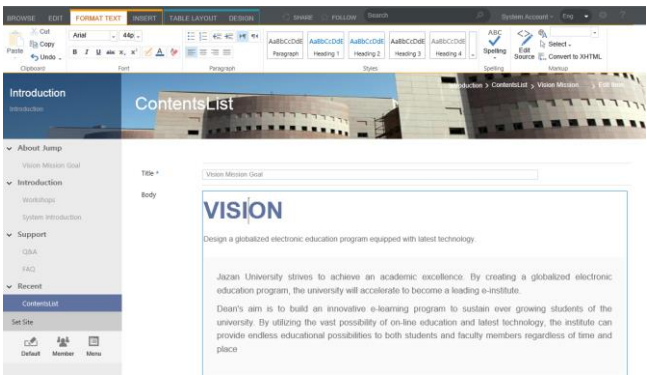


Figure 9-6 Contents Page in English

9.2 Editing Main Page

The Portal administrators can edit and reconfigure the users' main page and guests page.

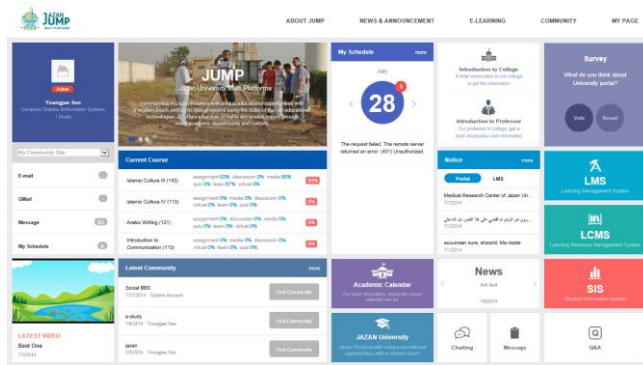



Figure 9-7. JUMP Portal's Main Page

To edit users' main page and guest page, click the  icon located on the top of the screen. Click the [Edit Page] from the pop-up window to proceed to the 'edit-mode' page, where the administrators can edit and reconfigure the main page.

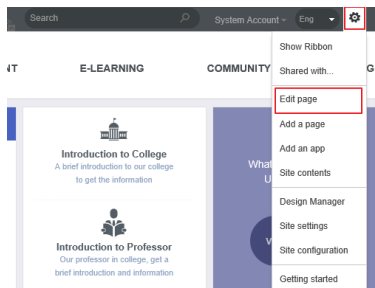


Figure 9-8. Edit Page

Web-part edit mode is composed of various categories like Filters and Forms. click the 'Jazan Main Webparts' from the categories to edit users' main page and guests page.

Click the parts to be added to the users' main page and guests' page, and the changes will be applied.

There are 6 web parts that needs miscellaneous information. The table belos displays the name and data list of the 6 parts.

WebPart Name	Webpart Data List
Academic Calendar	Schedule
News	News
Notice	Notice
SMS_QnA	QnA
Survey	Survey

Figure 9-12 Web Part’s List Value

Once the ID has been added, proceed to the main page, and the changes will be applied.



Figure 9-13 JUMP Portal’s Main Page Banner

The Portal's banner images are saved in separate list. To edit the banner images, go to the 'Site Configuration' - 'Site Contents' - 'mainRollingList' to edit data.

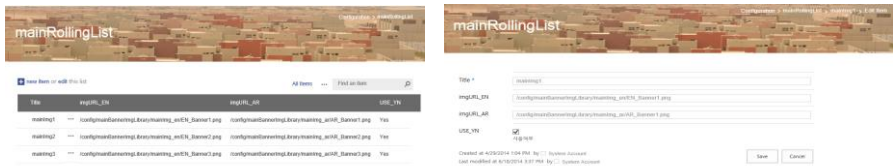


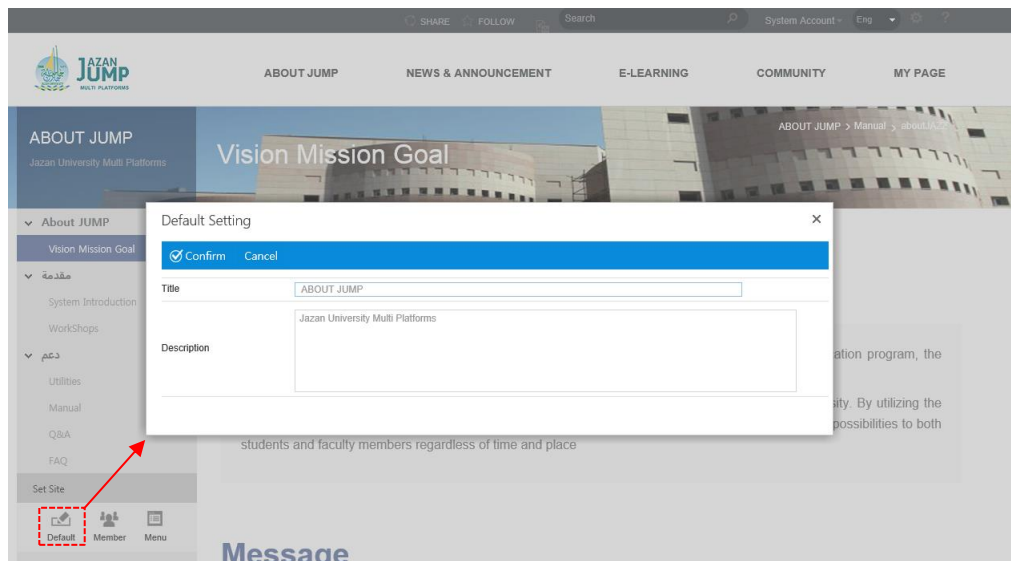
Figure 9-14 Banner images saved in the mainRollingList

The banner images can be saved in both English and Arabic. The administrator can register multiple images and select images to be viewed.

9.3 Site Default Setting

The administrator can edit the Portal's title and descriptions.

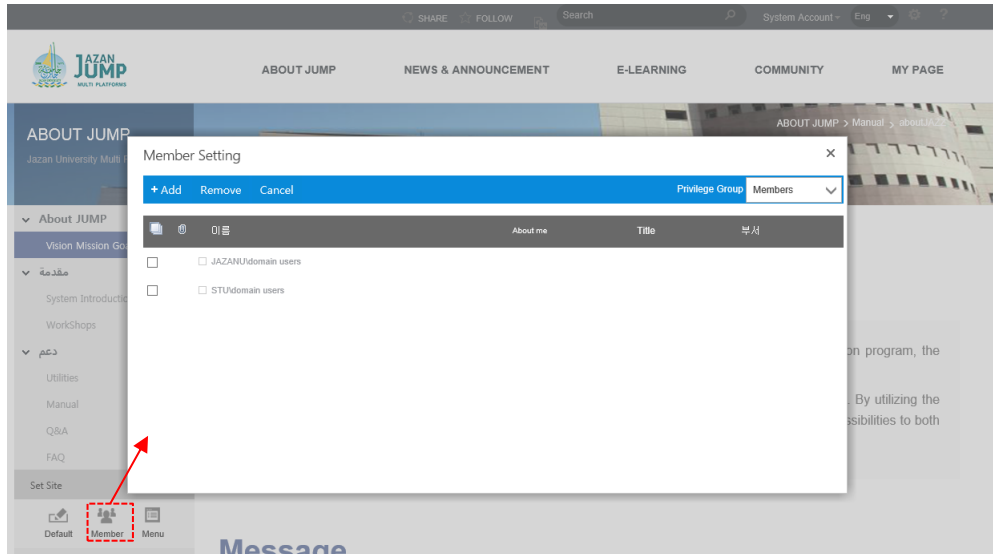
The entered title and description will be displayed on the left of the sub-page 's banner image.



9-3-1. Site Default Setting

9.4 Site Member Setting

The administrator can add and assign authorities to the users and groups to the Portal.



7-6-1. Unit Community Member Menu

This function is identical to the SharePoint's person & group functions.

9.5 Site Menu Setting

The administrator can add, edit, and/or delete the menu from the Menu Settings function.

Click the 'Menu Setting' to view all the menus included in the Portal. Select the menu to edit or click the 'Remove' button to delete the menu.

Menu Setting

ConfirmCancel

+ AddRemove

InsertReset

base ball

Home

Announcements

Club Schedule

Document Archives

Discussion Boards

Events

Events Forums

Survey

Event Photos

Site Contents

Menu TypeCategory

* Indicates a required field

Title*

Description

URL

New Window☐ New Window

9-5-1. Unit Community Menu Setting

The menu type is composed of Category, Link, and Library & List. Select the menu type and select options and enter menu information to create new menu.

Menu Setting

Events Forums

Survey

Event Photos

Site Contents

Libraries *TracingCommunicationsCustomLists

Record Library

Create a document library for storing important business records.

Document Library

Use a document library to store, organize, sync, and share documents with people. You can use co-authoring, versioning, and check out to work on documents together. With your documents in one place, everybody can get the latest versions whenever they need them. You can also sync your documents to your local computer for offline access.

Form Library

A place to manage business forms like status reports or purchase orders. Form libraries require a compatible XML editor, such as Microsoft InfoPath.

Web Page Library

A recommended set of easily editable web pages, which can contain text, images and web parts.

Picture Library

A place to upload and share pictures.

Asset Library

A place to share, browse and manage rich media assets, like image, audio and video files.

9-5-2 Library & List Menu

Menu Setting

ConfirmCancel

+ AddRemove

InsertReset

base ball

Home

Announcements

Club Schedule

Document Archives

Discussion Boards

Events

Events Forums

Survey

Event Photos

Site Contents

Menu TypeLink

* Indicates a required field

Title*

Description

URL*


New Window☐ New Window

9-5-3. Unit Community Link Setting

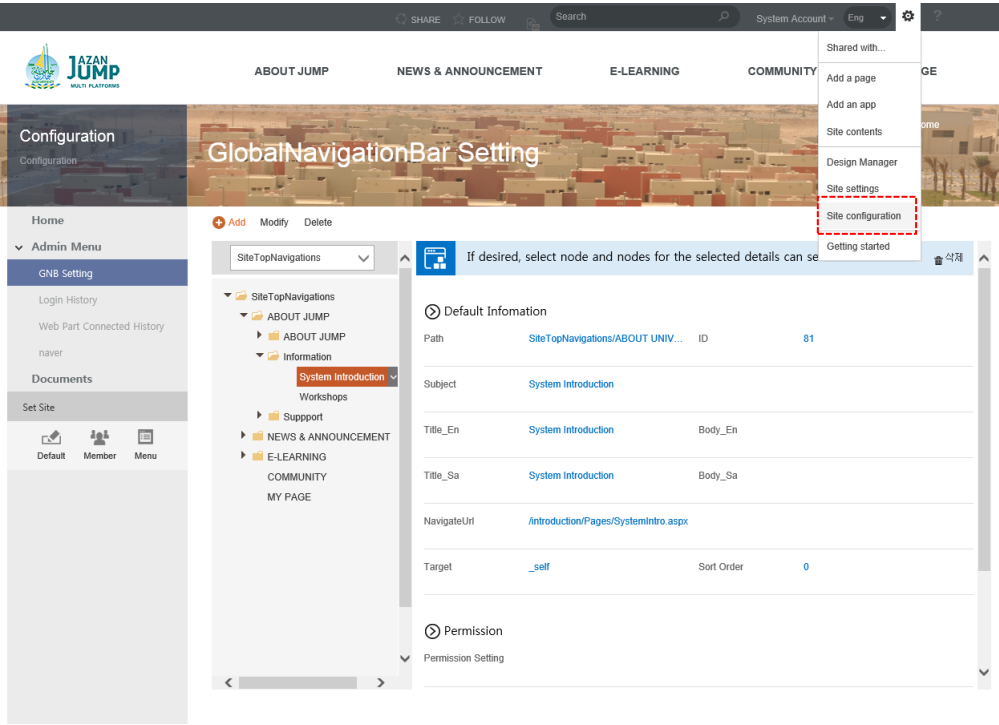
30

9.6 GNB Setting

The Portal administrator can configure the GNB, a Global Navigation Bar.

To configure GNB, click the  icon of located in the header, and click the 'Site Configuration'.


The 'Site Configuration' displays the Portal's navigation list, and their information and settings. Click the information or setting to view the details.

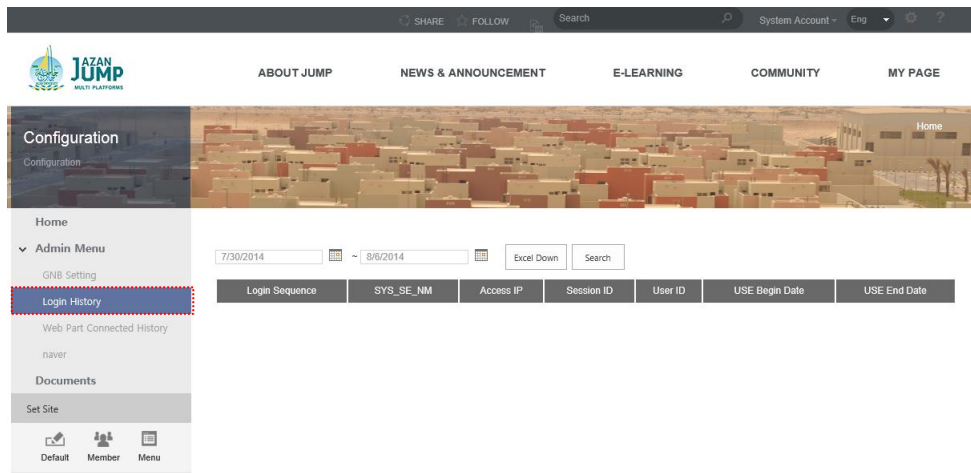


9-6-1. GNB Setting

9.7 Login History

The Portal administrator can manage the users logins. The administrator can also set a time frame and view users who visited the Portal on that time frame, and view their information.

The login history is available in the  icon's 'Site Configuration' - 'Login History'. The administrator can set the time frame to view the users, and can download the list as Excel file.



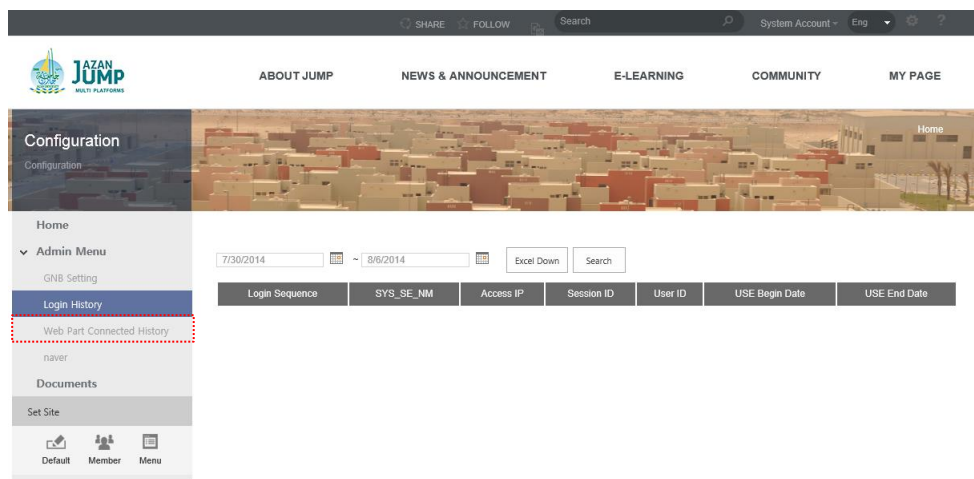
The screenshot shows the Jazan JUMP portal administrator interface. The top navigation bar includes links for SHARE, FOLLOW, Search, System Account, and language settings. The main navigation menu includes ABOUT JUMP, NEWS & ANNOUNCEMENT, E-LEARNING, COMMUNITY, and MY PAGE. The left sidebar menu is expanded, showing options like Home, Admin Menu, GNB Setting, **Login History** (highlighted with a red dashed border), Web Part Connected History, Documents, and Set Site. The main content area displays the Login History configuration page, which includes a date range selector (7/30/2014 to 8/6/2014), an Excel Down button, and a Search button. Below these controls is a table with the following columns: Login Sequence, SYS_SE_NM, Access IP, Session ID, User ID, USE Begin Date, and USE End Date.

9-7-1. Login History

9.8 WebPart Connected History

The administrator can view the connection history in between the Portal and LMS. The LMS information is used in the Portal's main page, and the users' 'My Page'.

The 'WebPart Connected History' is used to analyze the LMS's entry path to the Portal. The administrator can set time frame to view the history, and can download the list as Excel file.



9-8-1. WebPart Connected History